



CITY OF HOUSTON

Job Posting

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Applications accepted from: **ALL PERSONS INTERESTED**

Job Classification **DIVISION MANAGER**
Posting Number **PN# 105440**
Department **Department of Public Works & Engineering**
Division **Resource Management Division**
Section **Utility Customer Service**
Reporting Location **4200 Leeland**
Workdays & Hours **M – F, 8:00 a.m. – 5:00 p.m.***

**Subject to change*

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects. Manages, trains, develops, counsels and evaluates staff performance. Assists in the design and implementation of special systems, plans and projects. Establishes policies, procedures, guidelines and project schedules. Researches, reviews and evaluates new data, reports, products and other information. Supervises and coordinates support activities of personnel for other departments. Acts as liaison to other departments, government agencies and private sector. Reviews, evaluates, selects and implements hardware and software products. Assists departments and general public in obtaining and explaining technical and non-technical information. Develops and interprets codes, ordinance and specifications. Drafts and reviews proposed contracts, letters of agreements and amendments. Provides technical advice, consultation and support to department's and other agencies and groups. Coordinates the preparation, implementation and monitoring of the budget and expenditure. Develops methodologies for creating project date.

WORKING CONDITIONS

This position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Business Administration, Accounting, Engineering, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration or a field closely related to the activities of the division may be substituted for two years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with proven expertise in developing and managing budgets and financial systems, purchasing, facility management and contract negotiation. Excellent communication and teambuilding skills. Strong computer skills in working a Windows environment with proficiency in Excel, PowerPoint and Word.

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29
\$1,885 – \$2,639 Biweekly \$49,010 – \$68,614 Annually

OPENING DATE

June 22, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

